

**Directions for completing the Team Nutrition mini-grant application
for Summer Food Service Programs**

1. To be eligible to apply for a mini-grant centers must be on the Summer Food Service Program.
2. The Sponsor of the program needs to complete a Team Nutrition Enrollment form. This can be submitted with the mini-grant application. (Available on web).
3. List the mini-grant contact person in the top section of the first page of the application. Others may or may not be involved in the activity, so additional names are optional. If a staff member is completing the application, it would be necessary to have administrative approval of the director or administrator to show that the plan is acceptable to them as a part of the sponsor's activity.
4. Mini-grants will be funded if activities are appropriate and expenditures listed follow acceptable cost procedures (see attachment). The maximum awarded to is \$200.
5. In order to be eligible for reimbursement all funds must be spent and documentation sent to the address below by September 1, 2005.
Mini-grants and documentation of costs should be sent to:
Janet Wendland, Consultant
Bureau of Nutrition Programs and School Transportation
Grimes State Office Building
Des Moines, IA 50319-0146
7. Upon completion of the activities a written summary should be submitted outlining what was done, accomplishments, number involved in activity, and any press releases or news articles done about the activity.

Any questions can be directed to Janet Wendland at janet.wendland@iowa.gov or 515-281-5676.